

CHILDREN'S ADMINISTRATION
DIVISION OF CHILDREN AND FAMILY SERVICES
SERVICE EPISODE RECORD CODES

- AA Addendum Allegations** Additional information on an allegation in a referral of abuse and neglect. *Record on referral.*
- AG Consult with AAG** Used to indicate contact with AAG. Record date and time only. No text is allowed. Text is to be recorded by hand or in WORD and placed in confidential AAG section of binder/record. *Record on case, referral, license or facility complaint.*
- AI Attempt Initial Face-to-Face Contact** Document the attempts to make the Initial Face to Face (10 day rule). Record on referral and select child's person ID.
- AU Audit of Files** Used by someone doing a review, not by a supervisor or worker. *Record on case or license.*
- CB Corrective Action Plan Developed (DLR)** Used to record a corrective action plan developed for a facility. If plan is developed in response to a facility complaint record on the facility complaint. If plan developed during licensing process record on license. *Record on license or facility complaint.*
- CC Collateral Contact** Contacting another person for additional information. *Record on referral, case, license, or facility complaint.*
- CH CPT Staffing** Child Protective Team staffing. *Record on case or referral and select child's person ID.*
- CI Critical Incident Report (Advise HQ)** Facility Critical Incident Report, completed by DLR/CPS investigator or licensor. *Record on referral or facility complaint.*
- CO Court Activities** Narrative regarding Dependency, ARY, or CHINS hearings. *Record on referral or case.*
- DI Disclosure/Discovery** Requests for disclosure of case, referral, license, or facility complaint. *Record on referral, case, license, or facility complaint.*
- DN Denial Begun (DLR)** Narrative regarding action taken to deny a license issuance or renewal. *Record on license or facility complaint.*
- EC Education Contact** Any contact with school staff including teachers, social workers, psychologist, administrators and nurses. *Record on case or referral.*
- FA Financial Audit of Files** Used by financial specialists. *Record on child's person id.*
- FC Face to Face with Child** Any in-person contact with a child other than the initial face to face or 90 day health and safety contact. *Record on case or referral or facility complaint.*
- FN Fines (DLR)** Document letter-notifying facility of a fine. *Record on referral or facility complaint.*
- FP Foster Parent Contact** Contact with Foster Parent. *Record on referral or case.*
- FR Fire Inspection (DLR)** Used to record results of a fire safety inspection at a facility. *Record on license or facility complaint.*
- F1 Full License (DLR)** Narrative regarding issuance of a full license. *Record on license.*
- HE Health and Safety Monitoring Visit (DLR only)** Used to record health and safety monitoring contact at a facility. *Record on license ID.*
- HI DOH Inspection (DLR)** Used to record results of a Dept. of Health inspection at a facility. *Record on license or facility complaint.*
- HS Home Study** Home study completed for possible placement resource. *Record on case.*
- HV Family Home Visit** Social worker contact with the biological family in their own home. *Record on case or referral.*
- IF Initial Face to Face with Child** The first in-person contact with victim/child in a CPS referral. *Record on referral and select child's person ID.*
- IG Investigation (DLR)** Used to summarize licensor contacts for purposes of investigating facility complaints. *Record on facility complaint.*
- IP Initial Contact with Parent/Guardian** The initial contact with a child's parent or guardian during the course of a CPS investigation. *Record on referral.*
- I1 Initial License (DLR)** Narrative regarding issuance of an initial license. *Record on license.*
- LN Licensor Contact (DLR)** DLR/CPS investigators' contact with the facility licensor. *Record on referral.*
- LP Letter Sent to Parents (DLR)** Used to record information regarding a letter sent to parents in regards to a facility complaint. Refer to the copy of the letter in the license file. *Record on facility complaint.*
- LR Information from Law Enforcement** Information received from law enforcement (not a referral). *Record on case or referral.*

SERVICE EPISODE RECORD CODES (continued)

LS	LICWAC Staffing Summary of LICWAC staffing on a particular child. If you have a written report from the staffing, refer to the report in the SER text. <i>Record on case or referral and select child's person ID.</i>
LT	Letter Sent to Facility (DLR) Used to record information regarding a letter sent to a facility in regards to a facility complaint. Refer to the copy of the letter in the license file. <i>Record on facility complaint.</i>
MA	Media Contact (DLR) Used to record any contact with the media. <i>Record on license or facility complaint.</i>
MC	Medical Contact Contact with any medical provider with the exception of those employed by a school. <i>Record on case or referral.</i>
MH	Mental Health Contact Contact with child's therapist. <i>Record on case or referral.</i>
MV	Monitoring Visit (DLR) Contact at a facility for purposes of monitoring progress on a corrective action plan, statement of deficiency/compliance agreement. <i>Record on license.</i>
NA	Supporting Narrative Use for transfer summaries, linking multiple contacts to a worker's assessment of a case, or transfer narrative. <i>Record on a case, referral, license, or facility complaint.</i>
NV	Parent/Child Visit Did Not Occur Use this code when a scheduled visit between parent and child does not occur. <i>Record on referral or case.</i>
NY	Notified Referrer (DLR) Contact or letter sent to referrer confirming receipt of facility complaint. <i>Record on facility complaint.</i>
OI	Office Interview Interview with individuals in the office. <i>Record on a case, referral, license or facility complaint.</i>
OH	Other Hearings Narrative regarding Administrative Hearings, Foster Care Citizen Review Hearings, Adjudicative Hearings. <i>Record on case, license, or facility complaint.</i>
PP	Permanency Planning Staffing Use for permanency planning staffing only. <i>Record on case.</i>
PS	Prognostic Staffing Use for Prognostic staffing only. <i>Record on case.</i>
PX	Bio/Adopt Parent or Guardian Contact Contact with the parent(s) or guardian(s). <i>Record on referral or case.</i>
P3	Probationary License (DLR) Narrative regarding issuance of a probationary license. <i>Record on license or facility complaint.</i>
RB	Revocation Begun (DLR) Narrative regarding action taken to revoke a license. <i>Record on license or facility complaint.</i>
RF	Referred to Other Agency/Organization A referral for services such as drug/alcohol, parenting, etc., to an agency outside of Children's Administration. <i>Record on case or referral.</i>
R1	Renewal License (DLR) Narrative regarding issuance of a renewal license. <i>Record on license.</i>
R2	Referred to Law Enforcement Social worker making request to law enforcement for assistance or investigation. <i>Record on case, referral, license or facility complaint.</i>
RN	Referral Services/Agencies Notified (DLR) Notification to Child Care I&R Services or Child Placing Agencies regarding receipt of a Facility Complaint. <i>Record on Facility Complaint.</i>
RS	Relative Search Activities by social worker to locate relatives for possible placement of child and results of search. <i>Record on case or referral.</i>
RV	Renewal Visit (DLR) Site visit for purposes of assessing whether to renew a facility license. <i>Record on license.</i>
SB	Suspension Begun (DLR) Narrative regarding action taken to suspend a license. <i>Record on license or facility complaint.</i>
SD	Statement of Deficiency/Facility Compliance Agreement (DLR) Used to record an agreed plan to bring the facility into WAC compliance. If plan is developed in response to a facility complaint record, select the facility complaint record. <i>Record on license or facility complaint.</i>
SF	SSI Financial Resources Used by SSI facilitator only. <i>Record on child's person ID.</i>
SI	SSI/SSA or Veterans Benefits Used by SSI facilitator only. <i>Record on child's person ID.</i>
SJ	Stop Placement Lifted (DLR) Used to resume placement or referral to a facility that had a stop placement/no referral issued. <i>Record on facility complaint.</i>
SL	Stop Placement/No Referral (DLR) Used on record decision to stop placement or referral to a facility as a result of a facility complaint. <i>Record on facility complaint.</i>
SM	Settlement (DLR) Record settlement agreement for a contested licensing action. <i>Record on license or facility complaint.</i>
SP	Supervised Parent/Child Visit Used when visit actually occurs. <i>Record on case or referral and select child's person ID.</i>

SERVICE EPISODE RECORD CODES (continued)

SR	Supervisory Review	Supervisor uses to document review of case, referral or license. <i>Record on referral, case, or license.</i>
ST	Staffing	Any staffing that is not a LICWAC, Permanency Planning, or Prognostic Staffing <i>Record on case, referral, license, or facility complaint.</i>
SU	Subject Interview	Investigator contact with subject regarding referral allegations. <i>Record on referral.</i>
SV	Site Visit (DLR)	Contact by DLR/CPS investigator or licenser on facility grounds. <i>Record on referral or license.</i>
SW	Contact with Child's SW	Contact between two Children's Administration staff members. <i>Record on case, referral, license or facility complaint.</i>
S1	Summary Suspension Begun (DLR)	Narrative regarding action taken to summarily suspend a license. <i>Record on license or facility complaint</i>
TC	Telephone Contact	Telephone contact that does not fit into any other contact code <i>Record on case, referral, license, or facility complaint.</i>
TN	Technical Assistance (DLR)	Technical assistance provided to licensed facilities either by DLR licenser or referral to other community resources (such as training). <i>Record on license or facility complaint.</i>
UP	Unsupervised Parent/Child Visit	Use this when unsupervised visit occurs. <i>Record on referral or case and select child's person ID.</i>
WA	Waiver (DLR)	Used to document waiver to licensing WACs. <i>Record on license or facility complaint.</i>
WI	Waive Initial Face-to-Face w/Child	Supervisor uses to record when Initial Face to Face Contact with the child is waived. <i>Record on referral and select child's person ID.</i>
WP	WA State Patrol Referral (DLR)	DLR investigator uses for a request by DLR for investigation by WSP. <i>Record on referral.</i>
W9	Waive 90-Day Health and Safety	Supervisor uses to record waiver of 90-Day Health and Safety Contact. <i>Record on case and select child's person ID.</i>
XF	Extended Family Contact	Contact with a member of the child's extended family. <i>Record on case or referral.</i>
45	Supervisor Extension (DLR ONLY)	DLR/CPS supervisor uses to record waiver of 45-day time limit for completion of investigation. <i>Record on referral.</i>
9D	CPS 90 Day Extension Review	DCFS supervisor uses to record an extension of the 90-day time limit for closure of CPS investigation or services. <i>Record on referral or case.</i>
90	90-Day Health and Safety Contact	Record occurrence of 90-Day Health and Safety Contact. <i>Record on case and select child's person ID.</i>

CASE NAME		CASE NUMBER OR PERSON ID	WORKER'S NAME
DATE	CODE*	COMMENTS	